

Nutrition Services Department of State Health Services

Effective June 1, 2002

Policy No. CR:08.0

Civil Rights Training

Purpose

To ensure that local agency (LA) staff who come in contact with WIC applicants/participants are knowledgeable in the area of civil rights and that content of civil right training is in accordance with federal regulations.

Authority

USDA FNS Instruction 113-2, Revision 1 - Civil Rights Compliance and Enforcement in the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC).

Policy

LA employees shall receive civil rights training in appropriate time frames on specific content points.

Procedures

All new agency employees who come in contact with WIC applicants/participants, including those employees paid by WIC (temporary, part-time, full-time, and volunteers) and those employees not paid by WIC who work more than two hours per week for WIC, shall receive civil rights training within three months after employment start date. No further civil rights training shall be required for these employees until the next fiscal year, October 1st through September 30th. Staff such as agency administrators, janitors, etc. who do not come in contact with WIC applicants/participants are not required to receive civil rights training. All other existing staff shall receive civil rights training at least once each fiscal year, October 1st through September 30th.

Civil rights training shall contain at a minimum the following WIC specific information:

<p style="text-align: center;">Nutrition Services Department of State Health Services</p>

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- I. public notification and outreach procedures: See **Policies: OR:01.0, CR:02.0, CR:10.0;**
- II. rights and obligations: See **Policy CR:01.0;**
- III. racial/ethnic data collection and reporting: See **Policy CR:09.0;**
- IV. complaint handling procedures: See **Policies: CR:03.0, CR:05.0;**
- V. civil rights training requirements in this policy;
- VI. compliance review requirements: See **Policy CR:04.0;** and
- VII. provisions for applicants/participants with special needs on accommodations: See **Policies: CR:06.0, CR:07.0.**